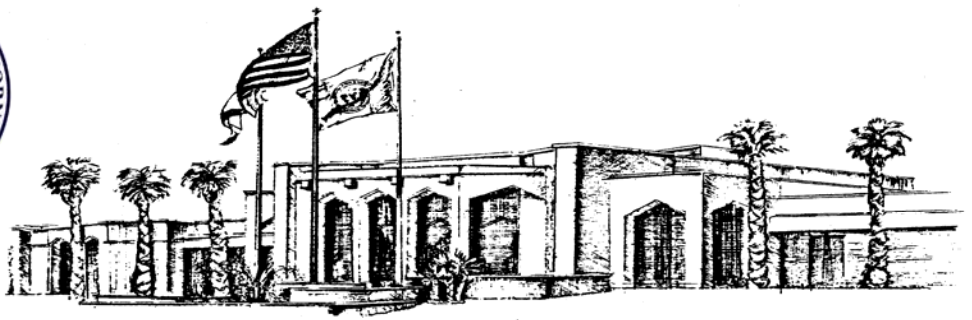


City of
Loma
Linda



Information Systems Analyst

I - \$3,745 - \$4,780 monthly
II - \$4,045 - \$5,162 monthly
(5% COLA effective July 1, 2007)

RECRUITMENT INFORMATION

This recruitment is being held to establish an eligibility list from which the current vacancy as well as future vacancies may be filled. Appointment will be made at the I or II level dependent upon qualifications.

THE POSITION

Under general direction, provides technical assistance in the coordination and implementation of activities and operations involved in ensuring the accessibility, integrity and security of the City's information systems; performs a variety of complex technical duties involved in the installation, repair, replacement, and maintenance of City's information systems; administers the City's website, creates and maintains new and existing web pages; performs such other related duties as may be assigned.

Systems Analyst I is the trainee level of the series. Incumbents are expected to have some experience in applications programming, and through training and experience to develop skill in systems programming.

Systems Analyst II is the fully qualified working level of systems programmer. Incumbents are expected to identify and resolve independently all but the most complex problems causing abnormal system terminations or response time degradation, and to assist in resolving problems causing a major system failure.

Office hours are 7:00 a.m. - 5:30 p.m., Monday - Thursday.

QUALIFICATIONS

Education and/or Experience - Any combination of education and experience, that has provided the knowledge, skills, and abilities necessary for a Web Administrator/Network Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of two years of directly related experience in Information Technology.

Knowledge of current principles, practices and techniques related to the operation of personal computers, network communication devices and telephone systems; research techniques, methods and procedures; website maintenance.

Ability to learn and apply skills necessary to operate, install, maintain, configure and troubleshoot personal computers, network communication devices, telephone systems, and websites; assess, evaluate, and prioritize maintenance and repair requests; prepare and maintain accurate records; communicate effectively; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements:

Possession of or ability to obtain a valid California Driver's License and a satisfactory driving record; incumbents must pass a medical examination, including drug screen, at time of appointment; incumbents may be subject to a background check, including fingerprinting, at time of appointment; incumbent must successfully complete a one-year probationary period.

Working Conditions

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Occasional lifting up to seventy-five pounds such as files, stack of papers, reference books, and computer components. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard.

SELECTION PROCESS

Applications will be evaluated by the Personnel Office to identify the applicants whose experience/education is most closely related to the stated qualifications. Those candidates whose qualifications best meet the City's needs will be invited to continue in the selection process.

HOW TO APPLY

A completed City application must be received in the Personnel Office by 5:30 p.m. on Thursday, March 1, 2007. Postmarks and faxes not accepted. City application may be requested by phone at (909) 799-2814, by email at bnicholson@lomalinda-ca.gov, downloaded from the City website at www.lomalinda-ca.gov, or in person at City Hall, 25541 Barton Road, Loma Linda.

CITY OF LOMA LINDA PERSONNEL OFFICE
www.lomalinda-ca.gov

25541 Barton Road
Loma Linda, Ca 92354

Telephone: (909) 799-2814
email: bnicholson@lomalinda-ca.gov

EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE BENEFITS

Retirement benefits provided through the Public Employees' Retirement System with the City paying the 7% member contribution for miscellaneous positions and 7% of the 9% member for safety positions.

Holidays - twelve days per year.

Paid Leave Program provides a combination of flexible sick leave and vacation benefits.

Deferred Compensation Plan is coordinated with the cafeteria-style insurance reimbursement plan.

Medical, Dental and Optical Insurance - \$740 cafeteria-style plan provided for employee and dependent insurances.

Flexible Benefits Program allows an employee to set aside pre-tax dollars for eligible dependent care expenses and qualified medical expenses.

Life Insurance coverage is provided by the City in an amount equal to an employee's annual salary. Additional voluntary life insurance is available.

Long Term Disability is provided by the City at no cost to the employee.

Uniform Allowance – available for positions required to wear uniform.

Education reimbursement of expenses is provided for approved programs up to \$1,000/fiscal year.

Health Club Membership - City paid to LLU Drayson Center.

Reasonable Accommodation - The Personnel Office will make reasonable efforts to accommodate persons with disabilities. Please advise the Personnel Office of any special needs in advance of the examination by calling (909) 799-2814.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

ABOUT THE CITY

Loma Linda is a balanced blend of quality residential, industrial, and commercial developments. Residents enjoy the range of amenities for which Southern California is famous. The community offers gracious living with hillside homes that provide a panoramic view of the valleys and mountains.

Loma Linda is freeway close to beaches, mountains, ski and desert resorts. There are several colleges and universities within commuting distance of the City. Loma Linda is also the home of the world-renowned Loma Linda University Medical Center.

Located in the Redlands/San Bernardino area, 60 miles east of Los Angeles, Loma Linda has a population of 22,500 and encompasses 7.8 square miles. The Civic Center houses City offices, the Chamber of Commerce and the San Bernardino County Branch Library.

Pre-employment Physical Examination - Prior to final appointment, all persons must pass a medical examination and drug screen, paid for by the City. Some positions may require psychological testing.

Background Check - Appointees may be fingerprinted and required to pass a background investigation.

Proof of Legal Residence - Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, all new hires will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the City.

Filing Applications - Completed application materials must be filed with the Personnel Office by the final filing date specified on this announcement. Mailed applications must be received by the final filing date. Separate applications must be filed for each job classification. Application forms can be obtained from the City of Loma Linda Personnel Office, 25541 Barton Road, Loma Linda, Ca 92354, by calling (909) 799-2814, by e-mail from bnicholson@lomalinda-ca.gov